

Policy Number:	<b>8003</b>
Policy Title:	<b>Standard of Conduct</b>
Approved By:	<b>President</b>
Approval Date:	<b>May 7, 2021</b>
Effective Date:	<b>May 7, 2021</b>
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## 1. Policy Statement

- 1.1. University Canada West (“**University**”) is committed to conducting its business in an open, transparent, and ethical manner by creating and maintaining a workplace that is built on trust, honesty, and integrity in all business practices.
- 1.2. This Policy outlines the standards of conduct that the University expects of its employees.

## 2. Purpose

- 2.1. The purpose of this Policy is to protect the reputation of the University and uphold the highest degree of honesty and integrity.
- 2.2. The University expects the highest standards of conduct from its employees and considers these standards of paramount importance to its business operations.

## 3. Scope

- 3.1. This Policy applies to all University employees including administrators, faculty, and staff and those hired on an ongoing, fixed term, or another contractual basis.

## 4. Definitions

- 4.1. No definitions.

## 5. Accountability and Integrity

- 5.1. To maintain the highest standards of honesty, integrity, and ethical conduct, when engaging with fellow employees, students, business partners, and anyone else in the scope of the work duties, employees must adhere to the following standards of conduct:
  - 5.1.1. Act with fairness, professionalism, openness, and contribute to a positive working environment;
  - 5.1.2. Act in compliance with applicable laws;

- 5.1.3. Respect the opinions of others;
- 5.1.4. Treat everyone with equality and dignity without regard to race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, age, or any other characteristic that is protected by legislation; and
- 5.1.5. Promote the mission and goals of the University in all dealings.

## 6. Confidential Information

- 6.1. “**Confidential Information**” means information disclosed to, used by, developed by, or made known to an employee in the course of their employment that is not generally known by persons outside the University.
- 6.2. Confidential Information includes, but is not limited to, information (printed, electronic or otherwise) pertaining to the University’s past, present, future students, employees, assets, operations, practices, methods, facilities, equipment, technology, research, marketing methods or strategies, finances, inventions, routines, policies, and procedures.
- 6.3. University employees have access to and are entrusted with Confidential Information in the course of their employment. All employees are responsible for ensuring that Confidential Information is protected from unauthorized access, use, and disclosure.
- 6.4. Employees must do the following:
  - 6.4.1. hold all Confidential Information in strict confidence, and not discuss, communicate or transmit Confidential Information to unauthorized persons except as authorized by the University in writing;
  - 6.4.2. not make any unauthorized copies of Confidential Information;
  - 6.4.3. not use Confidential Information for any purpose other than carrying out the employee’s duties for the University and, in particular, not use Confidential Information for the employee’s own benefit or permit it to be used for the benefit of any other person without the written authorization of the University;
  - 6.4.4. use reasonable precautions in dealing with Confidential Information; and
  - 6.4.5. return all Confidential Information to the University when the employee’s employment ends with the University.

**7. Duty of Loyalty**

- 7.1. All employees have a duty of loyalty to the University and are expected to exhibit the highest standards of ethical conduct.
- 7.2. Employees must act honestly, in good faith, and avoid conflicts of interest pursuant to Policy 8023 – *Conflict of Interest and Conflict of Commitment*.

**8. Harm to Business or Reputation**

- 8.1. Employees must refrain from engaging in any conduct that could harm the University’s business or reputation. Such conduct may include, but is not limited to, the following:
  - 8.1.1. Publicly disparaging the University or its employees, students, or other stakeholders, unless such criticism represents a proper and responsible exercise of the employee’s academic freedom; or
  - 8.1.2. Engaging in any illegal conduct, both business-related and personal, or any other behaviour that could harm the University’s business or reputation.

**9. Duty to Report**

- 9.1. Employees are expected to apply the principles outlined in this Policy in exercising sound judgement when faced with questions or concerns that do not present obvious correct answers or approaches.
- 9.2. Employees have a duty to report violations of the Policy pursuant to the associated Procedure.
- 9.3. Any employee who fails to comply with this Policy may be subject to disciplinary action, up to and including termination of employment.

**10. Responsibility**

- 10.1. This Policy is administered under the authority of the Vice President, People & Culture (Human Resources) who is responsible for the maintenance of this Policy and the associated Procedure.

**11. Applicable Legislation**

- 11.1. None.

**12. Related Policies**

Policy Number	Policy Title
2700	Acceptable Use of Information Technology Resources
8001	Respectful Workplace

8002	Conflict Resolution
8005	Occupational Health & Safety
8006	Substance Use
8009	Sexual Violence and Misconduct
8023	Conflict of Interest and Conflict Commitment

### 13. Related Procedure

Procedure Number	Procedure Title
8003p	Standard of Conduct Procedure